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# CITY OF MORGAN HILL

17555 PEAK AVENUE MORGAN HILL CALIFORNIA 95037

**AFTER ACTION**

## LIBRARY COMMISSION

REGULAR MEETING  
MONDAY, JUNE 12, 2000

Morgan Hill Civic Center  
City Council Chambers  
17555 Peak Avenue  
Morgan Hill, California  
(408)779-7271

Chair	Carol G. Holzgrafe
Vice-Chair	Evelyn Kobayashi
Commission Member	Charles Dillman
Commission Member	Jeanne Gregg
Commission Member	Kathleen Keeshen
Commission Member	Kathleen Stanaway
Commission Member	Mary Ellen Salzano

**7:35 P.M.**

### **CALL TO ORDER**

Chair Holzgrafe

### **ROLL CALL ATTENDANCE**

**WELCOME NEW COMMISSIONER SALZANO**

### **DECLARATION OF POSTING OF AGENDA**

Per Government Code 54954.2 by Recreation Manager Spier

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENTS**

### **STANDING REPORTS:**

#### **1. COUNTY LIBRARY REPORT**

County Librarian Susan Fuller

Legislation-Funding and Budgeting- Other Library Commissions' Activities  
Proposition 14

County Librarian will schedule a time with the new Commissioners for an orientation.  
JPA met on June 1<sup>st</sup> and passed the County Library budget.

ERAF issue: property tax not successful for May legislation. JPA will join a lawsuit with Sonoma regarding the shift of property tax and that it is to be reimbursed under Proposition 13.  
Passed out Proposition 14 papers and stated that the Governor is to make appointments to the grant board. Establishing criteria will be the next step.

**2. MORGAN HILL LIBRARY REPORT** **Community Librarian Sarah Flowers**  
User Statistics-Staffing-Programs-Upcoming Events

Prop 14 is still a long way off. First day of summer is today with 75 participants signed up for the reading program and 15 for the teen program. Sent flyers to all the schools and encouraged teachers to use the library resources. First program is this Thursday afternoon at 2 p.m. with the Wildlife Associates.

Have two air conditioners in the building; one just was fixed and now the second one is down.

Discovered that 9,000 children have library cards. Chair Holzgrafe inquired about the Newark situation that involved children's privacy in reference to their library cards. Sarah stated that California has a State Privacy Law that makes library records private, even children's information from parents. Concerns usually occur with records of late book returns.

Vice-Chair Kobayashi asked who receives check out credit if a library card from another district is used? Flowers responded that the checkout credits at the site. Population figures used for budget formula comes from City population figures such as ABAG.

Flowers reported that the County has purchased one rocket book per library for staff use only at this point. Commissioner Gregg inquired as to who is responsible for keeping up with technology and new advances in the field? Librarian Flowers replied that these issues are discussed in management group meetings.

**3. UPDATE ON CONSULTANT SELECTION AND PROCESS** **Staff**

Frants Albert Associates have been selected.

**4. LIBRARY-SCHOOL DISTRICT- MEETING** **Vice-Chair Kobayashi**

Vice-Chair Kobayashi reported on the meeting of May 10, 2000 with School Board Trustee, City Council Member, School, Library and City staff. Good ideas from the committee to incorporate with beginning of school August 29. Committee trying to incorporate joint programs for potential Prop 14 impact.

Flowers reported that the school district will have a two day orientation and library staff have been invited to discuss resources available. Library staff also plan to meet throughout the year with teaching staff.

Commissioner Gregg asked about outreach to schools through the PTA.

Commissioner Salzano asked how were home schoolers included? Asked staff to think of ways to include. Also asked was the goal to increase circulation? Flowers responded that yes, it was to increase circulation and to establish a formal connection to schools.

**5. CITIZENS ADVISORY COMMISSION REPORT** **Representative Dillmann**

Commissioner Dillman reported that he was late and deferred to Sarah Flowers. Flowers stated there was not a quorum present but did provide an E-Book presentation to those in attendance. Next meeting will be

in October.

**6. JOINT POWERS AUTHORITY REPORT**

**Council member Tate**

Staff passed out library commissioner's email and phone number's list. A letter from community members regarding the Community Center was provided for each Commissioner. Conflict of interest letter from the City Clerk was introduced and staff provided a brief summary of the form. Commissioners were encouraged to contact the City Clerk with further questions. Commissioner Keeshen expressed concerns regarding her selling of writings and the passing of the deadline. Staff agreed to follow up with her concerns.

**BUSINESS:**

**7. APPROVAL OF REGULAR MEETING MINUTES OF MAY 8, 2000.**

*Keep It (referring to library) was a comfortable physical environment under item 4.*

*Add to item 4: Member Keeshen commented that 1,000 people were contacted on the phone survey and it was discovered that who used the library rated it high but large segments don't use it. The survey is available online when complete.*

*Item 5: ... included a pep talk from lobbyists*

*Minutes were adopted with corrections as noted: motion by Commissioner Keeshen, seconded by Commissioner Dillmann, passed 7:0.*

**8. SITE FEASIBILITY STEERING COMMITTEE**

**Recommended Action: Chair** to appoint two Commissioners to serve on the Site Feasibility Steering Committee for the Library.

*Chair Holzgrafe and Vice-Chair Kobayashi were appointed to serve on the Site Feasibility Steering Committee.*

**9. FIELD TRIP TO BENICIA**

**Recommended Action: Report** by Chair and Vice-Chair on their impressions of the Benicia Library; discuss possible group trip to Benicia.

*Commissioner Kobayashi stated that she had visited the site with Chair Holzgrafe. Stated it was a contemporary design with 23,000 sq. ft. and a 8,000 sq. ft. basement used for a sorting area. It appeared spacious. The consultant for the site feasibility study was the architect of the building. Has dramatic skylights and glass walls but had a tendency to leak. Area that was impressive was the fireplace with commissioned art which integrated local artists work into the building. An example was the sculpture in the children's area. Vice-Chair Kobayashi shared photos. The Library is next to a park with a great play structure. There needed to be better control over number of different types of lighting fixtures, a single switch would have been better. Roof appears blotchy.*

*Castro is the other library which was designed by our consultant and is waiting funding for construction.*

*It was determined that Commissioners would schedule visits individually.*

**10. ORIENTATION MEETING**

**Recommended Action: Schedule** a time for orientation of new Library Commissioners.

Staff will make arrangements with Members Dillman, Gregg, and Salzano.

**ANNOUNCEMENTS**

Commissioner Keeshen announced that she was accepted as a participant to the First annual Stanford-California State Library Institute on 21<sup>st</sup> Century Librarianship, August 6-12, 2000.

**FUTURE AGENDA ITEMS:**

**Purpose:** Commissioners and staff to recommend items to be placed on the agenda.

Appointment of new chair and selection of vice-chair.

Friends of the Library involvement.

Library Commission Organizational Workshop

September is Library Card Sign-up Month & incorporate with School Open Houses

**ADJOURNMENT**    Next meeting scheduled for July 10, 2000.